



COMMUNITY BASED INITIATIVES (CBI)

PROGRAM APPLICATION AND GUIDELINES

FY 2016-2017

July 1, 2016 through June 30, 2017



Community Development & Housing Department

High Point, North Carolina

Community Based Initiatives (CBI) Program

Program Description: This program is designed to provide CBI funds as seed money for the purchase of supplies, materials, goods and services directly related to the implementation of a project that improve the lives of people living in low and moderate-income neighborhoods. All activities must be implemented within the city limits of High Point, and must involve neighborhood people in the identification, planning or execution of the proposed activity. The applicant must provide along with the application, documented matching resources in dollars, in-kind contributions, or volunteerism that equals or exceeds 25% of the grant amount requested. Volunteer labor is valued at \$14.00 per hour per person.

National Objectives: CBI grant activities must meet one or more of the National Objectives specified for the Community Development Block Grant (CDBG) program contained in the Code of Federal Regulations, Title 24, Part 570 at Section 570.208

CBI activities must –

- Benefit low and moderate income persons
- Aid in the prevention or elimination of slums and blight; and
- Meet community development needs having a particular urgency.

The CBI Mini- Grants Program is designed to:

- Spur interest and participation in neighborhood associations.
- Provide seed money for a variety of community events, programs, and projects.
- Allow residents to participate in improvements in their own neighborhoods.
- Encourage citizen involvement and leverage resources to revitalize low and moderate income neighborhoods.
- Encourage partnerships between City Hall, residents and other community organizations that will result in projects and activities that benefit a community.
- Instill and foster community pride.
- Promote neighborhood beautification and revitalization.

- Discourage adverse neighborhood activity such as drug use, crime, and vandalism.
- Inspire and support the healthy development of youth, elderly, and other special populations
- Improve the quality of life or enhance affordable housing opportunities in declining neighborhoods.

Eligibility Requirements: All activities must meet all Community Development Block Grant (CDBG) guidelines and regulations established by the US Department of Housing and Urban Development (HUD), other local restrictions established by the Citizens Advisory Council (CAC) and the City of High Point. While churches may use CBI funds to sponsor eligible community activities, the activities may not be religious in nature, directly or indirectly, or be limited to or predominantly for members of specific churches. Community Based Initiatives funding recipients may not discriminate, restrict, encourage or discourage participation on the basis of race, gender, nationality, ethnicity, religion, creed, or disability. The applicant must actively seek or encourage participation from everyone residing in or operating businesses in the target neighborhood. Only one grant award per agency is permissible.

Eligible Neighborhoods and Beneficiaries

Any low to moderate income neighborhood in the City of High Point will be eligible. Neighborhoods outside the City limits that are designated as low income and which have a median household income below the city median will also be eligible. Participants who benefit from the activities of a funded CBI grant must reside within the City of High Point and meet the program income definition of low to moderate income.

Eligible Organizations

Local groups, civic organizations, churches and neighborhood associations implementing a project designed to improve the lives of residents in low to moderate-income neighborhoods are eligible. Individuals may apply on behalf of a target audience if they work through a non-profit agency with a 501c3 designation and can show community-wide support. CBI funds cannot be awarded to individuals for neighborhood projects. While churches are eligible to apply for CBI funds, the proposed activity must not be religiously oriented. It is recommended that church or religious groups contact the Community Development and Housing office to discuss the restrictions before completing the application.

Applications will not be accepted from organizations that have failed to satisfactorily complete the CBI funding application or follow the required format.

Eligible CBI Activities

CBI grant activities must be an eligible activity as outlined in the Code of Federal Regulations, Title 24, Part 570 at Sections 201-205.

The following criteria must also be met:

- Must use CBI funds as seed money for the purchase of supplies, materials, goods, and services directly related to the implementation of the project.
- Must provide a city-wide or targeted community benefit.
- Must provide and document matching resources in dollars, in-kind contributions, or volunteerism that equals or exceeds 25% of the grant amount requested.
- Activities must be implemented within the city limits of High Point.
- Must involve neighborhood residents in the identification, planning, or execution of the proposed activity.
- Must comply with all applicable local and federal health, safety, and legal regulations.
- Projects should be designed to provide assistance to the broader community rather than individuals.
- Cannot duplicate an existing private or public program that is already available to the targeted beneficiaries or community.
- Cannot support existing services or operating budgets of organizations that are already available to the targeted beneficiaries or community.

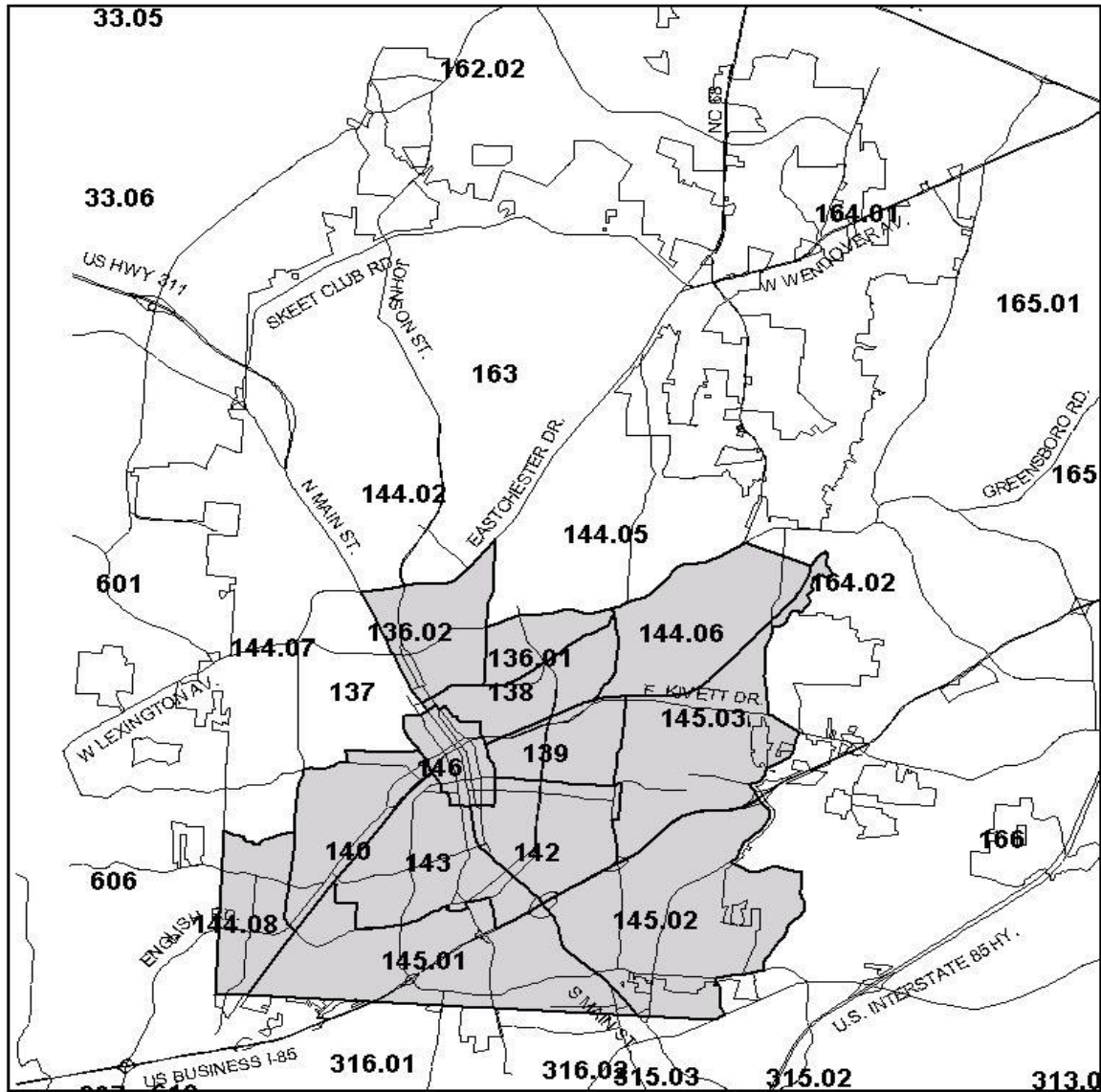
Funding Source: The City has allocated a portion of its CDBG entitlement to fund the Community Based Initiative (CBI) for public service activities provided by local Community Based Organizations.

Time Frame of Project Implementation: **July 1, 2016 through June 30, 2017.** No project expenses incurred prior to or after this time frame are eligible for reimbursement.

Application Submission Deadline: The application is due ***Friday, May 6, 2016 by 4:00 PM. No exceptions.***

Grant Information Session: An information session for interested applicants will be conducted at **2:00 PM on Friday, April 22, 2016** at the Community & Neighborhood Development Center, 201 Fourth Street, High Point, NC 27260.

For Application Assistance Call: Community Development and Housing Department offices at (336) 883-3689 or (336) 883-3042.



Census Tracts for Targeted CDBG Activities

- High Point City Limits
- Eligible Census Tract

High Point GIS
Community Development and Housing Department
June 1999



Neighborhood and Housing Improvement Projects

These are physical improvement projects that make neighborhoods better places to live, work, play, or shop. Proposals will be reviewed for compliance with applicable laws and City policies. All neighborhood-based activities must be identified on a map at time of application. Please note that organizations proposing landscaping or beautification projects must provide detailed plans of their projects prior to receiving funds. Contingencies and restrictions apply to projects in this category.

If any type of tool is requested, include your plan for storing and maintaining the tool(s). Examples of eligible activities in this category include:

- Landscaping and beautification projects
- Tree planting
- Community gardens
- Neighborhood signs
- Shelters or playground improvements
- Murals
- Neighborhood clean-up events
- House painting/fix up repair projects
- Handicap ramps

Neighborhood Organizing and Organizational Development

Neighborhood organizing projects should create new or more broadly representative neighborhood associations. Organizational development projects increase the vitality and effectiveness of existing neighborhood associations. Examples of eligible activities in this category include:

- Leadership training
- Board training
- Professional services or consultants to provide a service to neighborhood associations
- Membership recruitment (outreach)
- Technical training to develop project implementation capacity
- Street festivals or block parties (the goal of the street festival must relate to achieving a specific goal such as organizing a neighborhood association*)
- Entertainment related to proposed events
- Neighborhood newsletters and fliers

*Note that Fundraisers are not an eligible project activity under a CBI grant

Crime and Public Safety

Projects that reduce crime or increase public safety and awareness are also encouraged. Applicants wanting to post signs must receive prior approval from

the City's Transportation Department and obtain the appropriate permit through Code Enforcement, if necessary. Examples of eligible crime and public safety projects include:

- Signs for neighborhood crime watch programs
 - Painting house numbers on curbs
 - Drug awareness programs
 - Fire safety programs*
 - Anti-crime and anti-violence events*
 - Projects to discourage loitering
- *Noted activities must be coordinated with the City of High Point Police and/or Fire Department.

Neighborhood Public Services, Health, Education, Recreation, and Cultural Initiatives

These projects are aimed at enhancing the educational, recreational, and cultural opportunities to all neighborhood residents. Examples of eligible activities in this category include:

- Costs for educational materials and tutoring supplies
- Books, paper products
- Transportation (must be essential to the activity)
- Meeting space
- Advertising
- Workshops or health awareness events

If the project is intended to become an ongoing service, the applicant should indicate how the project will be funded in future years. Examples of eligible activities in this category include:

- Cultural, recreational, and educational activities for youth
- Outdoor activities or environmental awareness
- Tutoring, reading incentive programs, literacy, and mentoring projects
- Parenting and/or life skills training
- Health awareness
- Services to the homeless, elderly, and disadvantaged youth
- Services to special needs populations such as the physically or mentally challenged

Ineligible expenditures, generally include but are not limited to:

- Salaries or wages, direct or indirect administrative costs
- T-shirts (unless a required part of program, i.e. uniforms)
- Office equipment
- Computers and software
- Field trips as incentives or rewards

- Gas allowance for volunteers
- Fundraisers
- Stipends or items given away to individuals
- Activities external to City of High Point

The Citizens Advisory Council (CAC) reserves the right to deem ineligible, any activity it believes is not appropriate or incongruent for funding under the CBI program.

Matching Criteria

Applicant organizations must pledge, secure and then document resources to match the funds requested. A minimum of **25% match** of the grant request is mandatory. A \$1,000 grant request requires a minimum of a \$250 value match. Matches may include cash, in-kind donations or volunteer labor.

These match elements may be blended together to make the required total match, provided each match element is truly needed to complete the project. To maintain neighborhood involvement, the match resources will ideally come from the targeted community in which the activity will take place.

In the application, the applicant must demonstrate that the match will be under its control at the **start** of the project. Control of the match can be demonstrated in a variety of ways. For example, control of a cash match can be demonstrated by bank statements or signed pledge sheets. Pledge sheets can also be used for volunteers' time commitments. Letters from donors stating their commitment to contribute and the value of the donation can be used. Letters from contributors of professional services stating their commitment to participate and the market value of their services is also acceptable.

Volunteer labor will be valued at **\$14.00 per hour** for the purpose of calculating the value match. The value of professional services counted toward the match shall be based upon the reasonable and customary value of the service rendered.

Time devoted to planning the projects, preparing the application, and fund raising will not be considered part of the match. Technical assistance from the City will be available to help applicants prepare their applications and value their match, but may not be counted as part of the matching calculation.

For all elements of the match, the applicant must be prepared to justify that the amount and types of contributions proposed are accurate projections and appropriate to the proposed project. The proposed match elements must be expended during the project's implementation. To be credited as match, all

resources provided by the applicant must be expended after award of the grant by the City and by the completion date of the project.

Use the match worksheet on page 21 to help you calculate the total required match for your project.

You must include match documentation with your application and in your first or final report, whichever is applicable.

Project Selection Criteria

CBI funds are intended as seed money to assist groups in implementing volunteer-sponsored neighborhood projects. Projects submitted for consideration should aim to achieve measurable results in areas such as physical improvements to housing, community beautification and safety, and other innovative programs that contribute to the enhancement of community life.

Approval Process

The Community Based Initiatives (CBI) funds are limited to \$1,000 per organization. Applications that are incomplete or are submitted after the deadline will not be considered for the advertised funding round. Upon receipt of your application, staff may be in contact with you to request additional information.

The CAC will review applications at their May 26th meeting. A project representative will be required to present their project at the CAC meeting. Community and Neighborhood Development staff will contact CBI applicants concerning this meeting to establish times for presentations. **Awards will be announced in June 2016.**

Administration

The Community Based Initiative grant program will be administered by the Community & Neighborhood Development staff in consultation with the Citizens Advisory Council (CAC). The Community & Neighborhood Development Center is located at 201 Fourth Street, High Point, NC 27260.

Staff will provide ***technical assistance*** as needed to applicants and grantees. They will also conduct project evaluations and monitoring visits during the grant period.

Subrecipient Contractual Agreements

Grant recipients, also referred to as Subrecipients, will be required to enter into a contractual agreement with the City of High Point in order to receive a CBI grant award. The Subrecipient contract will contain the federal requirements for

receiving a federal grant, such as the CBI program. The contract will also contain the Subrecipient program description, timeframe, budget, scope of services, reporting requirements, and outline other federal requirements. The signature page will contain the signatures of persons authorized to enter into contractual agreements on behalf of the parties to the contract. The signature of the Applicant, Subrecipient Executive Director and Board Chair will legally obligate the Subrecipient to the terms and conditions of the contract.

Funds will be made available as of July 1, 2016, but service delivery may not commence until all required parties have executed a binding contractual agreement. The services of the Subrecipient may commence as soon as possible as of July 1, 2016 and must be completed by or earlier than June 30, 2017. ***Any expenses incurred by the Subrecipient prior to July 1, 2016 will not be eligible for reimbursement.***

A formal contract is mandatory, regardless of the amount of the CBI grant awarded. Applicants are responsible for knowing and understanding the terms of their contracts and deadlines for submitting documentation and reports. All projects must be completed by the end of the program year (June 30, 2017), unless otherwise agreed upon.

Project Description: The project description is derived from the Subrecipient's CBI application for funds (proposal), along with information provided by the Subrecipient during the oral presentation before the CAC. It is the Subrecipient's responsibility to ensure that the project description is accurate and complete.

Scope of Services to Be Performed: The project's intent, general work plan (with performance measures and outcomes), and scope of services as described in the contract must be the same as that contained in the approved application and/or recommendation by the CAC. Once a grant has been awarded, the scope of services or the budget cannot be changed without prior approval by authorized City staff. However, upon approval by Community & Neighborhood Development staff, minor revisions to the specific scope and budget may occur to accommodate circumstances or information that becomes available between the time of the application, contract execution, and completion of the project. Significant project or budget revisions must receive CAC approval. It is the Subrecipient's responsibility to understand the expectation of the Scope of Services to be performed prior to signing the contract.

Timeframe for Completing Project: The services of the Subrecipient shall commence as soon as possible after the execution of the contract and shall be completed by the agreed completion date or no later than **June 30, 2017**.

Budget: The Subrecipient must implement the CBI project in accordance with the approved budget. The Subrecipient is responsible for expenditures above and beyond the funds approved and described in the contract. Subrecipient may

not change budget line items without approval by authorized City representatives.

Disbursement of Funds: Prior to execution of a contractual agreement with the City of High Point, grantees must register as a vendor with the City of High Point Purchasing Office. Funds will be distributed for expenses incurred by the Subrecipient in accordance with the contract's scope of services and budget. Community & Neighborhood Development staff will work with the Subrecipient to determine the best method of awarding funds to accomplish the proposed project. Reimbursement will be made upon the presentation of original receipts and invoices for eligible expenses and a detailed description of expenditures. Reimbursement cannot be approved for ineligible expenditures or eligible expenditures with lost or vague receipts. Community and Neighborhood Development staff makes the final decision whether a tendered receipt is eligible and valid.

Subrecipients will be expected to spend grant funds in a timely manner. Subrecipients, who cannot spend all or part of their grant, should notify Community and Neighborhood Development staff so that unexpended funds may be reallocated. Grant funds are not transferable by the Subrecipient to another party.

Changes in Contract: The Subrecipient may not change the terms or provisions in the contract or substitute approved budget line item expenditures without prior written approval by authorized City representatives.

Records and Reports: The Subrecipient is required to maintain and report demographics and statistics of its project beneficiaries, regardless of the amount of the CBI grant, and to make monthly reports to the Community and Neighborhood Development Division describing its activities and accomplishments. The Subrecipient must agree to maintain its CBI records and copies of reports for a minimum of three (3) years from grant closeout. Subrecipients who are late with reports may be suspended from applying for future CDBG/CBI funds during the next funding round.

Audits, Inspections, and Monitoring: The Community and Neighborhood Development Division will audit and/or monitor the progress of the Subrecipient via monthly reports, telephone calls, and on-site monitoring visits. The Subrecipient must facilitate monitoring visits and have appropriate records and copies of reports available for inspection upon request by the Community and Neighborhood Development Division and/or HUD.

Suspension or Termination of Contract: Suspension or termination may occur if the Subrecipient materially fails to comply with any term of the contract or other

federal, state or local statutes and regulations governing the City with respect to compliance, whether herein stated or not.

Subsequent Grants: Continuous CBI grants are not guaranteed and should not be relied upon as sustaining funds. Subrecipients may not be awarded future CBI grants until the first funded project has been successfully completed and a satisfactory project completion report is filed. Subrecipients that have failed to carry out projects satisfactorily will not be eligible to apply again for at least one year from the time the Subrecipient has been deemed noncompliant.

Other Requirements: Projects under contract with the City of High Point must be in compliance with all applicable federal, state, and local laws. Projects involving public property must receive the permission of the appropriate governmental jurisdiction to enter onto public lands. Projects involving private property must have the permission of the property owner(s) involved. It is the responsibility of the applicant to obtain appropriate permission and any permits normally required for particular activities (e.g. street use permits). Permitting fees may be incorporated into the budget at the time of application.

It is the responsibility of the applicant to obtain written waivers of liability from all volunteers before commencement of the project.

Fiscal Agent: Applicants without the capacity to use the reimbursement method for expenditures may be asked to work with a fiscal agent. Examples of potential fiscal agents include churches and non-profit organizations.

City Disclaimer: The City reserves the right to revise CBI program guidelines and eligibility criteria as it deems necessary and appropriate and to correct written errors without prior notice.

Technical Assistance

Community Development staff will gladly assist applicants in the preparation of their CBI application. It is best, however, to make an appointment as early in the planning process as possible. Please do not wait until just days before the deadline to request assistance, as staff may not be able to give you the time necessary to assist you fully.

While staff will be available to provide guidance on the grant process, the applicant is ultimately responsible for successfully completing the application and all necessary reports related to CBI funding. It is the applicant's responsibility to ask questions or follow up on any issues that are not clear.

**City of High Point
Community Development and Housing Department
PO Box 230
201 Fourth Street
High Point, NC 27260**

(336) 883-3689 or (336) 883-3041

FAX NUMBER: (336) 883-3046

TDD NUMBER: (336) 883-8517



CBI APPLICATION GUIDELINES AND FORMAT

Please follow the suggested format for providing project information. Address each question in your written application. Proposals not following this format or lacking requested information will be disqualified.

Number your pages and staple. Submit one original and one copy. Keep a copy for your records. Do not put your proposal in a binder.

Please submit additional supporting documentation such as brochures, newsletters, or other information as an attachment.

The deadline for submission of applications is **May 6, 2016 by 4:00 PM**. This means that your application must be *received* by the Community Development and Housing Department, Community & Neighborhood Development Center, by that date and time.

Submit CBI funding applications to: Community & Neighborhood Development Center, P.O. Box 230, High Point, North Carolina 27260-0230, or bring to 201 Fourth Street, High Point, North Carolina 27260. The City is not responsible for misdirected, late, or lost applications. For further information, please call (336) 883-3689 or 883-3041.



**Community Based Initiatives (CBI)
Project Proposal
Funding Application FY 2016-17**

AGENCY OR ORGANIZATION INFORMATION

Date of Application:

1. Name of Agency or Organization:

2. *Contact Person(s) and Title(s):*

3. *Mailing Address (Address for receiving correspondence and grant reimbursement checks):*

4. Telephone Number(s):

Cell Phone:

5. Email Address:

6. FAX Number:

7. Briefly describe your organization's mission:

8. Project Name: (Keep it Short)

9. Amount of Funds Requested (round to the nearest \$50):

10. Project Description (your narrative should include who, what, when, where, why, and how):

11. Project Goal(s) and Objective(s)

12. Performance Outcomes - what measureable results – specifically, outputs, inputs and outcomes will the project produce?

13. Performance Measures – *what tools will be used to measure the outcomes of the project?*

14. Time Frame for Beginning and Completing Project:

15. What community need will this project address?

16. How will the community be involved in the implementation of the project?

17. Location of Activities (state specifically where your project will take place, using boundaries or street addresses. Include a map if possible):

18. What other agencies or foundations have you applied to in funding (or will apply) this project? List the agencies, amount of funds requested, and the status of your application.

| Agency/Foundation | Amount of Funds Requested | Status |
|--------------------------|----------------------------------|---------------|
|--------------------------|----------------------------------|---------------|

19. List your budget for this project in detail. Show a breakdown of individual items. Show matching funds AND SOURCE where appropriate (specify which items are to be funded through CBI grant and identify other funding sources).

| <i>Expense/Description</i> | <i>CBI Funds</i> | <i>Matching Funds and Source</i> |
|----------------------------|------------------|----------------------------------|
|----------------------------|------------------|----------------------------------|

20. Describe how your organization will supply required matching fund sources, in-kind contributions, and/or volunteer component (sweat equity *for this project*).

21. Also, describe how the match will be under your control at the *start* of the project. Your match must be documented through letters of commitment or written volunteer commitments.

22. Who will be responsible for project implementation? Identify who will be in charge of planning, implementing, follow-up, and seeing that the project is completed as planned.

23. What other groups, organizations, or persons will your organization work with to achieve your goals (include volunteer component in this project)?

24. Who will be responsible for keeping appropriate records and preparing the monthly reports?

25. Describe your media and publicity plans for generating community-wide recognition of this project and advising that this project has been sponsored by Community Development Block Grant/Community Based Initiative funding:

26. Will you implement the project via other sources if grant funds are not available? If so, identify sources.

Applications must be signed by the applicant. Applications submitted by non-profit organizations in partnership with individuals or eligible organizations, must contain the signatures of the Executive Director and the Board Chair. If your signature is not legible, then also write your name.

My signature indicates that I have read the program guidelines and I am willing and capable of compliance.

Applicant

Date

**Executive Director of partnering
Non-Profit Organization**

Date

**Board Chair of partnering
Non-Profit Organization**

Date

MATCH WORKSHEET



Amount of Grant request: \$ _____

\$ _____ x 25% = \$ _____
(Grant Request) (Required Match Value)

Matching Funds: \$ _____
(put a zero if not applicable)

Source of funds:

Describe:

Matching Volunteers: Number: _____

Each volunteer will work _____ hours per week

Total number of volunteers: _____ x Projected Hours _____ per
week x _____ x \$14.00 per hour = \$ _____
(projected weeks) (per hr.) (volunteer match value)

List volunteer names and identify what work/function they will perform in relation to this project.

In-Kind Contributions:

Source of funds: _____

Describe:

Sample Budget

Project: After School Tutoring

| <u>Expense/Description</u> | <u>CBI Funds</u> | <u>Matching Funds</u> | <u>Volunteer Labor</u> |
|--|------------------|-------------------------|------------------------|
| Reading Flash Cards 4 sets @ \$7.00 | 28.00 | -0- | |
| Instructor Educational Booklets 10 @ \$12.50 each | 120.00 | -0- | |
| Paper, pens, pencils, files, notebooks, etc. | 300.00 | 50.00 (church donation) | |
| Office/Project Space In-kind donation from the church, Valued at \$50.00 wk X 15 Weeks or \$750.00 | -0- | -0- | |
| 5 Volunteers will work 2 hours for 2 days per week for 15 weeks. Calculated at a value of \$14.00 per hour or \$4,200 | -0- | -0- | \$4,200 |
| | \$448.00 | \$50.00 | \$4,200 |
| Round to: | \$450.00 | | |

Grant request: \$450.00
Required Match: $450.00 \times 25\% = \$112.50$
Matching Funds: \$50.00
Matching volunteer labor: \$4,200
Matching In-Kind office space: \$750

Describe the source of matching funds:

APPLICATION CHECKLIST



Submit and use this checklist to ensure that you have included key information in your application.

- ☐ **Your application is dated.**
- ☐ **You are submitting one original and one copy. Also keep a copy for yourself.**
- ☐ **The person listed as the contact person is knowledgeable about the project and application and is aware that they are listed as the contact person.**
- ☐ **Day and cell phone numbers as well as email addresses are listed.**
- ☐ **You have rounded the funding request to the nearest \$50.00.**
- ☐ **Your project description includes essential information:**
 - ☐ **Who will implement the project**
 - ☐ **What your project will do**
 - ☐ **When it will begin and end**
 - ☐ **Where the activities will take place (address(es))**
 - ☐ **Why the project is needed**
 - ☐ **How the project will address a community need**
Project addresses a neighborhood need or problem that has been recognized in a city study, report, neighborhood needs assessment, or, survey neighborhood developed survey, plan, or analysis, or in other publicly defined ways.
- ☐ **A map identifying activity sites is included.**
- ☐ **The value of the match meets or exceeds the minimum 25% match required.**
- ☐ **The match worksheet is completed and included in application.**
- ☐ **The proposed match is documented and ready to expend. Attach.**
Examples of documentation include pledge sheets committing volunteer time or a bank statement and a resolution from an organization that it has reserved the designated amount for the proposed project.

- ☐ **The project involves and describes broad neighborhood participation.**
- ☐ **The project is jointly supported by or involves several organizations working in partnership.**
- ☐ **The project provides benefits to persons of low to moderate income.**
- ☐ **The proposed detailed budget is an accurate projection of the project's expenses and revenue. The budget details how you will spend CBI funds including other sources of funding in connection with this project. Sources of matching funds are identified.**
- ☐ **The application is signed by the applicant and Executive Director and Board Chairperson of partnering Non-Profit.**